

# U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE

## VACANCY ANNOUNCEMENT NUMBER: 10-257

<b>OPEN TO:</b>	All Interested Candidates	<b>OPENING DATE:</b>	September 17, 2010
<b>POSITION:</b>	<b>Custom Expeditor (DOD)</b>	<b>CLOSING DATE:</b>	September 30, 2010
<b>GRADE:</b>	FSN-6; FP-08*		
<b>POSITION NO:</b>	P-52374		
<b>WORK HOURS:</b>	Full-time; 40 hours/week		
<b>SALARY:</b>	*Not-Ordinarily Resident: US \$33,390 p.a. (Starting salary) (Position Grade: FP-08 to be confirmed by Washington) *Ordinarily Resident: Rs.562,582 p.a. (Starting salary) (Position Grade: FSN-6)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate in Peshawar is seeking an individual for the position of Custom Expeditor (DOD) in the General Services Office.

### **BASIC FUNCTION OF POSITION:**

*Incumbent serves as the customs expeditor and performs internal and external functions related to the clearance of all incoming and outgoing surface Military transshipments through Pakistan to and from Afghanistan. Tracks transshipments and prepares status reports. Performs other related duties as assigned.*

*A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.*

### **QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. EDUCATION: Completion of twelve years of education is required.

2. EXPERIENCE: Three years of clerical experience in shipping, transportation or closely related field is required.

3. LANGUAGE: Level III (good working knowledge) Reading/Writing/Speaking English and Level IV (fluent) Reading/Writing/ Speaking Urdu & Pashto are required. This may be tested.

4. KNOWLEDGE: Good working knowledge of Customs, Ports, Import Export and local government regulations used in the documents preparation is required.

5. ABILITIES & SKILLS: Must have interpersonal skills to maintain a cooperative relationship tactfully with local officials. Must demonstrate ability to take initiative, work independently, work under pressure, complete assigned tasks promptly and be able to identify errors in documents. Proficiency in the use of Microsoft Office with good typing speed is required. This may be tested. Must have a valid driver's license for car/jeep.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov), through email, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html). Only short listed candidates will be contacted for their test/interview.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 30, 2010**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.